

Martin O'Malley
Governor

Anthony G. Brown
Lt. Governor



Steve Cassard
Interim Secretary
Diane Wilson
Interim Deputy Secretary

MARYLAND DEPARTMENT OF GENERAL SERVICES

FACILITIES OPERATIONS & MAINTENANCE • FACILITIES PLANNING, DESIGN & CONSTRUCTION
PROCUREMENT & LOGISTICS • REAL ESTATE

This is a **position specific recruitment**. The list of eligibles will be used to fill a position/function with the Department of General Services, Facilities, Planning, Engineering & Construction Division. This position is located at 301 West Preston Street, Baltimore, Maryland 21201. Persons interested in future vacancies in the Maintenance Engineer I classification will need to reapply.

RECRUITMENT FOR: Maintenance Engineer I
Announcement Number – 07-0145-901
(List both the title and announcement number on your application)

SALARY: \$37,098 - \$59,041 (Grade 15)

CLOSING DATE: January 26, 2007
Applications must be received by the close of business

POSITION DUTIES: Provides maintenance engineering work as mandated in the Statewide Maintenance and Repair Program for all State owned properties. This position is responsible for identifying, prioritizing and utilizing hazardous material and/or facility renewal and/or program open space fund appropriations. This position serves as a project manager for the inspection, design, and repair of systems and utilities related to the maintenance of buildings and grounds.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Education: Graduation from a standard high school or possession of a State high school equivalence certificate.

Experience: Four years of experience in one of the maintenance or building trades or as a stationary engineer, two years of which must have involved the scheduling and coordination of construction or maintenance work, the gathering of field data, and conducting of cost analysis for work to be performed.

Note: Completion of 16 semester credit hours of education in engineering or physical plant management from an accredited college or university may be substituted on a year for year basis for up to four years of the required experience.

RETURN COMPLETED APPLICATION TO: Department of General Services, Personnel Division, 301 West Preston Street, Room 1309, Baltimore, Maryland 21201. **Applications must be received by the close of business on January 26, 2007.**

SELECTION PROCESS: Only candidates who meet the minimum qualifications will be admitted to the examination for this classification. Therefore, it is essential that you give complete and accurate information on your application. Successful candidates will be ranked as Best Qualified, Better Qualified, or Qualified and placed on the employment list. The list will be used by the hiring agency to select an employee. This eligible list will be in effect for 12 months.

EXAMINATION: The examination may consist of a rating of your education, training and experience related to the requirements of this job. If you do not receive a request for supplemental information, the rating will be based on your application. Report all experience and/or education that is related to this job.

INFORMATION FOR CANDIDATES:

Applications: Applications may be obtained by visiting the Department of Budget and Management, Office of Personnel Services & Benefits website at: www.workformaryland.com; by writing to DBM, OPSB, Recruitment & Examination Division, 301 W. Preston Street, Baltimore, MD 21201; by visiting 300 W. Preston Street, First Floor, Baltimore, Maryland; or by calling 410-767-4850, toll free: 1-800-705-3493; TTY users call Maryland Relay Service, 1-800-735-2258. Your application is part of the examination process. Answer each question fully and clearly. Photocopies are acceptable provided there is an original signature and copied on standard paper (8 ½" x 11").

Qualifications: You must possess the minimum qualifications before you may be selected for a State job. Verification will be completed by the appointing authority. If you are scheduled to complete an educational or licensing requirement within six months of the examination, you may participate in the examination process. Permanent State employees may also complete necessary experience requirements within six months of the date of an examination. Credit is given for relevant part-time, temporary or volunteer experience based on the number of hours worked per week. You must include on your application, the time you spent in such activities. You must be legally authorized under the United States Immigration Reform and Control Act to be hired in the position for which you apply.

Eligibility: Applicants will be notified when and where to appear for written, oral or demonstration examinations. Some examinations may consist of an evaluation of relevant training and experience. If further information is needed, notice will be sent to the candidate. Candidates who do not meet the minimum qualifications for the classification for which they apply, will not receive a ranking and their name will not appear on the eligible list.

Physical Examination: Eligible candidates may be required to pass a job related physical examination.

An Equal Opportunity Employer

PERSONNEL DIVISION • 301 West Preston Street • Room 1309 • Baltimore, Maryland 21201
(410) 767-4985 FAX (410) 333-7293 • Toll Free Statewide 1-800-449-4347 • TTY users 1-800-735-2258